



Job Description – Truck Driver

Job Title:	Truck Driver	Department:	Public Works
Group:	11	FSLA Status	Non-Exempt
Salary Range:	Not to Exceed Midrange	Position Type:	Full Time
Reports To:	Streets Supervisor	Directs:	None

Applications Accepted By:

E-MAIL:

hrdirector@palestine-tx.org

Subject Line:

Attention: Human Resources/ Job Title

MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)

City of Palestine Human Resources
 504 North Queen
 Palestine, Texas 75801
 (903)731-8421

Job Description

OBJECTIVE

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION

Under general supervision, operates a variety of trucks, dump trucks, and other vehicles and equipment to support the repair, maintenance, improvement and/or construction of the streets, roads, water, wastewater collection/distribution and related infrastructure for the City of Palestine.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

- Drives and operates trucks, dump trucks and/or other City of Palestine vehicles; loads and/or unloads trucks; drives trucks to and from work site; checks and maintains vehicle and equipment prior to, during and after use; conducts and performs routine maintenance in checking oil, fluids, water level and other areas; operates a variety of related hand tools and equipment; as assigned, builds and constructs forms, accesses, and other projects; assists other city departments.
- Knowledge of applicable local, state and Federal statutes, rules, regulations, codes, ordinances, City of Palestine policies and procedures and other governing documents.
- Knowledge of the principles of safe vehicle operation and use.
- Knowledge of basic construction equipment and tools, their use, maintenance and repair.
- Skill in operating a variety of vehicles, construction-related tools and equipment.
- Skill in establishing and maintaining effective working relations with employees, other departments, vendors, contractors, the general public and others having business with the City of Palestine.



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OTHER IMPORTANT JOB FUNCTIONS

- Clean out storm water pipe
- Litter cleanup in street right-of-way
- Flag traffic
- Pothole repair
- Minor data reporting
- May be asked to be in ditches to install or maintain pipe
- Sand streets due to snow or ice
- Run chainsaw to cut up fallen trees
- Operate weed eater
- PPE safety practices

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A high school diploma or GED AND one year of relevant, responsible work driving/operating trucks, dump trucks and related construction equipment/vehicles.

A high school diploma or GED must be obtained within six months of accepting job offer to retain employment.

ACCEPTABLE EXPERIENCE AND TRAINING

At least one year in a related field

CERTIFICATIONS AND LICENSES REQUIRED

Must possess a Valid Texas motor vehicle driver's license.

Must possess a Valid Minimum Class B CDL.

PHYSICAL DEMANDS

You may be exposed to dangerous machinery, exposure to extreme weather conditions, infectious diseases, hazardous chemicals, traffic hazards and other construction-industry and driving-related risks and dangers

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record.

Employees in Essential Services Positions will be required to provide services in the course and scope of their employment for the benefit of the public during emergency situations that threaten the safety of Palestine's citizens.

Regular attendance is required.

ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be



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required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e., writing “see resume” is not sufficient).

Reviewed By:	Jason Shelton	Date:	5/11/2022
Approved By:	Jason Shelto	Date:	5/11/2022
Last Updated By:	Sue Tingle	Date/Time:	5/11/2022
Received By:		Date:	